

# Room Rental Fees

## *Event Room, Community Room, Board Room, Multipurpose Room*

Room rental fees are broken into four rates based upon the status of the organization as private or non-profit, and upon the residency of the applicant.

- The standard rate applies to private organizations and individuals.
- The resident rate applies to private organizations and individuals when the applicant is a Hillsboro resident.
- The non-profit rate applies to private and public non-profit organizations.
- The non-profit, resident rate applies to private and public non-profit organizations when the applicant is a Hillsboro resident.

### **Reservation Limits:**

Library meeting rooms may be reserved up to 90 days in advance for a maximum of 1 reservation every 30 days. Groups using the Board Room for regular monthly meetings may reserve the Board Room up to 6 months in advance for a maximum of 1 reservation every 30 days; please see library staff for assistance.

### **Exceptions:**

- Piano teachers are charged the non-profit rate for student piano recitals only.
- Library meeting rooms may be reserved, free of charge during Library hours, up to 1 year in advance without limit on the number of reservations for the following organizations: Friends of the Hillsboro Public Library, Library Foundation of Hillsboro, City of Hillsboro, Washington County Cooperative Library Services, Library sponsored series or events, governmental agencies, and Hillsboro School District.

<b>Community Room (1<sup>st</sup> Floor)</b> Maximum Capacity: 180 standing or 84 seated.						
	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment	Optional: Set-up	Optional: Take-down
<b>Standard Rate</b>	\$50	\$45/hour	\$100/hour	\$60/event	\$40/event	\$60/event
<b>Resident Rate</b>	\$50	\$30/hour	\$85/hour	\$60/event	\$40/event	\$60/event
<b>Non-Profit Rate</b>	\$0	\$20/hour	\$60/hour	\$30/event	\$40/event	\$60/event
<b>Non-Profit, Resident Rate</b>	\$0	\$0	\$40/hour	\$30/event	\$40/event	\$60/event

<b>Event Room</b> Maximum Capacity: 240 seated. Event room can be rented with the adjoining Caterer's Room for additional capacity of 40 standing or 18 seated.								
	Cleaning Deposit	During Library Hours	After Library Hours	Groups Over 100	Optional: AV Equipment	Optional: Caterer's Room	Optional: Set-up	Optional: Take-down
<b>Standard Rate</b>	\$250	\$120/hour	\$280/hour	\$100/event	\$80/event	\$120/event	\$60/event	\$100/event
<b>Resident Rate</b>	\$250	\$100/hour	\$260/hour	\$100/event	\$80/event	\$120/event	\$60/event	\$100/event
<b>Non-Profit Rate</b>	\$250	\$40/hour	\$80/hour	\$50/event	\$40/event	\$60/event	\$60/event	\$100/event
<b>Non-Profit, Resident</b>	\$250	\$25/hour	\$65/hour	\$50/event	\$40/event	\$60/event	\$60/event	\$100/event

Board Room		Maximum Capacity: 48 standing or 28 seated.			Multipurpose Room		Maximum Capacity: 40 standing or 18 seated.	
	Cleaning Deposit	During Library Hours	After Library Hours	Optional: AV Equipment (Board Room Only)	Optional: Set-up	Optional: Take-down		
Standard Rate	\$100	\$45/hour	\$100/hour	\$60/event	\$40/event	\$60/event		
Resident Rate	\$100	\$30/hour	\$85/hour	\$60/event	\$40/event	\$60/event		
Non-Profit Rate	\$50	\$20/hour	\$60/hour	\$30/event	\$40/event	\$60/event		
Non-Profit, Resident Rate	\$50	\$10/hour	\$50/hour	\$30/event	\$40/event	\$60/event		